

Finance Administrator

The Dr. Bob Kemp Hospice offers programs and services that focus on providing dignity and quality of life Hospice palliative care to individuals with a life-threatening illness throughout the palliative stages including end of life care.

DBK offers the following services: 10 residential beds end of life care; Volunteer Visiting Palliative Care Program; Day Hospice Program; Bereavement and Supportive Care Program, Palliative Care Education and Training.

Our Palliative care team includes physicians, family physicians, nurses, personal support workers, bereavement support and volunteers working together to provide compassionate care that celebrates life for individuals and their families.

The Hospice is accredited by the Hospice Palliative Care Association of Ontario.

The Dr Bob Kemp Hospice is growing the finance team.

Position: Finance Administrator

Status: Full-Time, 37.5 hrs per week, Monday to Friday. Quarterly assist with special events that take place in the evening or a weekend.

The Finance Administrator will be responsible for the performance of a variety of duties from calculations, reconciliations to data entry. Responsibilities will include posting the day's receipts, filing, deposits, coding, totaling, batching, entering, verifying, and reconciling transactions such as accounts payable and receivable, purchase orders, cheques, invoices, and cheque requisitions.

QUALIFICATIONS: Education & Experience. Knowledge, skills, and abilities:

- University Degree or College Diploma in Accounting or Business is required
- Minimum of 2 years accounting or business experience to include: accounts receivable, accounts payable, and general ledger accounts
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements are helpful
- Excellent working knowledge of MS Word and Excel

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- Minimum of 2 years' experience with QuickBooks or other commonly used accounting software
- Excellent organizational, time management and prioritizing skills
- Ability to work independently and in a team
- Sense of responsibility, integrity, and confidentiality
- Good interpersonal and customer service skills
- Strong problem identification and problem resolution skills
- Effective communication skills with individuals at all levels of the organization
- Able to meet set deadlines
- Strong work ethic
- Self-Starter

Accounting

- Maintain books of account (including but not limited to preparing cheques, coding and posting invoices, preparing deposits, journal entries, Visa reconciliations, petty cash)
- Oversee issuing of checks / payment of invoices
- Accounts receivable
- Assisting with quarterly and year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with support from the Director of Finance and Facilities
- Complete monthly reconciliation for Visa, Accounts Receivable and Accounts Payable
- Assist Director of Finance and Facilities with routine filing
- Provide technical support (including software updates, troubleshooting and back-ups)
- Keep financial records and establish, maintain, and balance various accounts using manual and computerized bookkeeping systems
- Review bills to the company for potential errors and/or discrepancies
- Audits accounts to make sure that payments are timely
- Calculates, prepares, and issues documents related to accounts such as bills, invoices, inventory reports, and account statements
- Code, total, batch, enter, verify, and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, invoices, and cheque requisitions
- Assistance in preparation of annual budget

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- Responds to customer inquiries, maintains good customer relations, and solves problems
- Performs related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Assist colleagues whenever necessary
- Stay current with all regulations, practices, tax laws, reporting requirements and industry trends
- Assist with quarterly special events and fundraising activities as necessary (which takes place in the evenings and on a weekend)
- Performs other duties as required.

Donor Database

- Processing and entry of one-time and monthly donations
- Ensuring tax receipts and acknowledgment letters are issued in a timely fashion and reviewed for accuracy
- Problem solves any errors with donations received via online platforms
- Communicate with donors to resolve any donation issues, payment problems or questions
- Assist other staff members with questions regarding donations, donors, receipts
- Review database data for accuracy and duplication and ensure data is entered in the appropriate fields
- Development of routine and ad-hoc reports from database software
- Assist with special events and fundraising activities as necessary

Dr. Bob Kemp Hospice is committed to diversity and inclusivity in employment. Dr. Bob Kemp Hospice is also committed to accommodating applicants with disabilities during the recruitment, assessment, and selection process. Please notify us if you require accommodation in respect of the materials or procedures used at any time during this process. If you require accommodation Dr. Bob Kemp Hospice will work with you to determine how to meet your needs.

Wage:

\$21.00 per hour

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